

REPORTS INVENTORY						CONTROL NO. DDS/OTR/SIWA-13	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (if a fill-in report include Form No.) Statistics on accomplishments						2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA	<input type="checkbox"/> PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL	<input checked="" type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE	ADMIN. GENERAL OTHER (specify)				
4. NO. OF COPIES PREPARED 3	5. FREQUENCY (weekly, monthly, quarterly, etc.) Semi-annual (for FY and CY)				6. DISTRIBUTION (No. of components not number of copies) 1 of FY (to EA/TR)		
7. FORMAT (memorandum, form, computer print-out, etc) Tabulation	8. ADP PROCESSING <input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO				9. DIRECTIVE AUTHORITY REQUIRING REPORT Periodic Directives from DTR and DDTR		
10. PREPARING COMPONENT (include lowest level contributing information to report) C/SIWA (BO, IF, WAF)			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) 3 (BO, IF, WAF), same title)				
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
16	\$14.50		3	=	\$43.50		3 = \$130.50